

**PROPOSAL FOR NEW OR REVISED
ACQUISITION POLICIES/PROCEDURES**

GSPD-04-100 (Revised 12/08)

*Requestor's Branch Manager submits completed form via email
to the Office of Policies, Procedures and Legislation at
PPO@dgs.ca.gov*

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REQUESTOR'S NAME	JOB TITLE	OFFICE
EMAIL ADDRESS	TELEPHONE NUMBER	DATE
SUPERVISOR'S NAME	SUPERVISOR'S EMAIL	SUPERVISOR'S TELEPHONE NUMBER

DEFINITIONS

Policy: A policy is a directive used to conduct acquisition activity. Policies are created to clarify and carry out laws and regulations.

Procedure: A procedure is a set of steps performed to implement policy. Procedures give instruction.

1. PROPOSAL (Check one and list existing policy/procedure sections that may be affected or replaced)

- ☐ **New Policy**
- ☐ **Revised Policy**
- ☐ **New Procedure**
- ☐ **Revised Procedure**

2. SUMMARY (Briefly summarize the proposed policy/procedure)

3. PROBLEM EXISTS THAT POLICY/PROCEDURE WILL SOLVE (Check appropriate box)

- ☐ NO ☐ YES If yes, what is the problem?

4. HISTORY/BACKGROUND (Provide any history/background related to the proposed policy/procedure. Include attempts to change previously.)

5. INTERNAL STAKEHOLDERS (List governmental offices, divisions, or departments that might be affected by the proposed policy/procedure.)

6. EXTERNAL STAKEHOLDERS (List non-governmental entities that might be affected by the proposed policy/procedure, i.e., IT suppliers, small businesses, etc.)

7. PROS (List positive changes that may occur if proposed policy/procedure is implemented.)

8. CONS (List negative changes that may occur if proposed policy/procedure is implemented, i.e., staff time affected by adding significant new reporting requirements.)

9. DID YOU WRITE ANY OF THE PROPOSED LANGUAGE? (Check appropriate box)

- ☐ NO ☐ YES If yes, provide the language you wrote: